



JACKSONVILLE CLASSICAL ACADEMY EAST

Before & After School Enrichment Program 2022-2023 Parent Handbook



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WELCOME!

Dear Parents or Guardians,

Jacksonville Classical Academy East (JCXE) is pleased to offer before and after-school enrichment for your child(ren). This fee-based program is designed for the benefit and convenience of our school families. It is fully funded from the fees paid by the parents of the children enrolled. Our program is recreational and as such it is a privilege, not a right, to attend.

Hours

Before school enrichment:	6:30 am – 7:30 am
After school enrichment:	3:00 pm – 6:00 pm

Our purpose is to support JCXE families by providing a caring, stimulating, and safe before and after school environment. Our goal is to enhance the overall educational experience of our scholars using developmentally appropriate environments, quality enrichment opportunities, and a caring staff.

Our schedule will include:

- Daily homework time
- Afternoon snack
- Indoor and outdoor recreation
- Enrichment activities

Thank you for choosing the Jacksonville Classical Academy East before and after school enrichment program. We look forward to meeting you and your child(ren). This is going to be a great school year!

Sincerely,

Jacksonville Classical Academy East
Before and After School Enrichment Program Staff

PROGRAM OVERVIEW

Our before and after school enrichment program is offered each school year. We provide a safe, supportive environment that is specifically designed to meet the age-appropriate needs of the children enrolled. Children are divided into age-appropriate groups for many daily activities.

Weekly and daily activities are designed to enhance your child's educational experience by providing opportunities to engage in enrichment activities, recreational programming, learning and play stations, socialization with peers, and designated homework time.

To enroll, please complete the online registration form located on the Before & After School page of the school website.

Parents of children with special needs should contact the before and after school enrichment program coordinator, before their child attends the program, to develop a care plan that will meet their child's needs.

REGISTRATION

A non-refundable registration fee of \$32.00 per child or \$50.00 per family and online registration is required before the application process will be considered complete. The registration fee is valid only for the current school year. Each year a new application and registration fee are required for admission to the before and after school enrichment program. An annual registration form and fee are required for emergency drop-ins as well.

For online registration to be considered complete, emergency contacts must be completed and the registration fee plus the deposit must be received.

RATES

Before School - Full Time:

- \$55.00/month*
- Hours: 6:30 AM to 7:30 AM (Monday - Friday)
- Program available all school days.

After School - Full Time:

- \$120.00/month*
- Hours: 3:00 PM – 6:00 PM (Monday - Friday)

- Program available all school days.
- Clubs & Sports:
 - Scholars signed up for Clubs and/or Sports will attend those sessions and then return to After School. If not signed up for After School, they will go to the designated area for pick-up.

Both Before & After School Programs:

- \$175.00/month*
- All school days for both AM and PM

Sibling Discount

Sibling discounts are available when you enroll more than one child in the before and after school enrichment program.

- First sibling = full price
- Siblings = 50% discount

Program Schedule Change

If a change to your child’s program schedule is required, please contact the before and after school enrichment program coordinator at least one week before the effective date.

Program Cancellation

To withdraw from the before and/or after school program, please contact the before and after school enrichment program coordinator at least one week (5 full days) in advance of the effective date. If advance notice is not given, your deposit may be forfeited.

Custody

If there are custody concerns, please notify the before and after-school enrichment program coordinator. A court order must be on file with the school office in any case that would prevent a biological parent from contact with their child.

FINANCIAL & PAYMENT POLICIES

JCXE before and after school enrichment will utilize [MySchoolBucks Activities](#) for both registration and payments. No cash or check payments will be accepted. A late payment fee of \$5.00 will be charged to any account with an outstanding balance on Friday, before the week of attendance.

NO CHILD WILL BE ACCEPTED FOR CARE IF PAYMENT HAS NOT BEEN RECEIVED IN ADVANCE.

Extra fees may be charged for special events or enrichment services provided by outside vendors. These will be optional.

Insufficient Payments and Refunds

A \$25.00 fee will be charged for all insufficient payments and declined transactions. Child(ren) will not be allowed to attend the before and after school enrichment program until payment has been received and corrected. Refunds are issued upon students' withdrawal from the school if excess payment has been made. One-week notice is required when withdrawing a student.

Absences

There will be no credit for days absent. Absences due to illness, vacation, custody, or emergency closings will not be credited.

Late Pick-up Fees (after 6:00 pm)

- 1 - 15 minutes late \$15.00
- 16 - 30 minutes late \$30.00
- 31 - 45 minutes late \$45.00
- 46 - 60 minutes late \$60.00
- 60 minutes late \$60.00 +\$1 for every minute greater than 60

Sibling discounts will not apply to late fees.

Children consistently picked up late may be removed from the program. We reserve the right to notify the proper authorities if a child is being picked up excessively late. JCXE will contact the county sheriff's office regarding any scholar not picked up by 7:00 pm unless prior arrangements have been made with the program coordinator or school administration.

Emergency Drop-In

To use the program as an emergency drop-in, parents or guardians must submit the required paperwork and have money in their account before attendance. If payment is not made in advance or on the same day, a late payment fee will be charged.

Drop-In (Part-Time) Rates*

- Before School: \$5.00 per day
- After School: \$12.00 per day

- Program available all school days.
- In case of an emergency that would necessitate your scholar to attend the before and/or after-school days program in addition to your chosen program, the daily rate for each program will be invoiced to your account.

*Availability depends on capacity limits.

Scholarships

Needs-based scholarships for Before & After School may be available to families that qualify for the Free and Reduced Lunch program. If you feel you would qualify for a scholarship, please complete the FRL application at <https://www.myschoolapps.com/>. If scholarships are available, they will start on Sept 1st.

HOURS OF OPERATION

Before School Enrichment

- Monday – Friday
- 6:30 am – 7:30 am

After School Enrichment

- Monday – Friday
- 3:00 pm – 6:00 pm

Calendar

Before and after school enrichment will be available on school days only. The program will be closed on school holidays and “no school” days. Please refer to the school calendar on the school website for more information.

HEALTH, SAFETY & NUTRITION

Required Forms

As a condition of enrollment, each child must have a current physical form as well as an updated shot record from a physician. Documentation must be from the State of Florida. These forms must be on file with Jacksonville Classical Academy East.

Medication

Should your child require prescription medication during the before and/or after school enrichment program, a medication authorization form must be submitted for each prescription to be given. The medication must be in its original prescription container with the correct dosage clearly indicated on the label.

- Only the before and after school enrichment coordinator can administer prescribed medication.
- The before and after school enrichment coordinator cannot administer the first dose of any prescription drug.
- Scholars are not allowed to bring over-the-counter drugs from home.
- The before and after school enrichment coordinator may not administer over-the-counter drugs.
- The before and after school enrichment coordinator cannot administer any medication that requires a school nurse or clinic designee.

Illness & Injury

In the event of an accident or illness, you will be notified as soon as possible. If a parent or guardian cannot be reached, emergency contacts will be called. If the accident is minor, an incident report explaining the accident and care given will be left for parent's signature at pick up time. This report will be kept with the child's school records. The program will contact 911, if necessary, for the safety of a child.

Emergency Closings

In the event the school closes for an emergency, the before and after school enrichment program will be closed. Parents and guardians should stay tuned to local radio and television stations for announcements of school closings during inclement weather. If an emergency closing occurs during program hours, parents will be notified to pick up their child. If parents cannot be reached, emergency contacts will be called.

Dismissal Changes

To ensure the safety of your child(ren), any change to the prearranged schedule must follow the steps below:

- Notify your child's teacher in writing.
 - A note may be handwritten or typed, but **MUST** be signed.
 - Emails may not be used to change a child's dismissal schedule.
- You must also notify the before and after school enrichment program coordinator.

Change of Information

Parents are responsible to keep their registration information current. This includes their phone numbers as well as those of emergency contacts.

Sign-In and Sign-Out Procedure

Before School Enrichment

Sign-in: Children must be accompanied by a parent to before school enrichment and signed in. Students are not to walk in alone.

Sign-out: Children will be signed out by their before school enrichment leader and released to go to their classrooms at 7:30 am, before the first bell.

After School Enrichment

Sign-in: All participants will be signed in by their after-school enrichment leader. Attendance will be taken daily and if a child is absent from the program, parents will be contacted.

Sign-out: Parents or authorized pick-ups are required to sign out, with full signature and time, at departure. Only the people listed on a child's registration form are considered authorized. Students will be released ONLY to those who have been authorized in writing by the parent or guardian. Photo IDs will be checked.

To ensure the safety of all children, parents may pick up their children any time after 3:45 pm.

There will be a late pick-up charge for failure to pick up a child by 6:00 pm (see late fee schedule above).

Breakfast

Breakfast will be provided for those enrolled in before-school enrichment if requested by a parent. Please refer to the foodservice page of the school website.

Snack

A healthy afternoon snack and drink will be provided daily. Snacks are provided through our food service vendor. If your child has any food allergies, please inform the before and after-school enrichment program coordinator. Parents may pack a healthy drink or alternative and healthy snack. Drinking water is always available.

Parents, guardians, visitors, staff, and students may not bring food into the program to share with students.

Personal Belongings

Backpacks, lunch boxes, jackets, and other items left at the end of the day will be placed in the school Lost and Found.

Please note that the before and after school enrichment program follows school policy regarding technology and cell phones. Children are asked not to bring personal items to the before and after school enrichment program. Staff is not responsible for lost or stolen items.

DISCIPLINE POLICY

Discipline policies and procedures for the before and after school enrichment program will be consistent with the standards and practices of Jacksonville Classical Academy East as stated in the JCXE Code of Student Conduct.

Students are expected to adhere to the school's high expectations for behavior and core virtues. Minor infractions or disruptions will be handled in a way suitable to the age of the student. Rough conduct, bullying, disrespect to leaders, destruction of property or equipment, use of profanity, running away from staff, or any other undesirable act will result in disciplinary action. Depending on the seriousness or repetition of infractions, consequences may include immediate next-day suspension or removal from the program.

Discipline that is in any way frightening or humiliating will never be applied under any circumstance. This also includes corporal punishment, implied threats, derogatory remarks, and harsh language. Children will never be denied food, toileting, or physical activity as a form of discipline.

If a child's behavior is deemed to be a risk to the welfare and safety of themselves, other children, or staff, a parent or guardian will be called and asked to remove the child for the rest of the day. In that event, a meeting with the before and after school enrichment program coordinator must be scheduled.

We will exercise reasonable care and judgment in all matters related to the welfare of your child. We request that you let us know when any problems arise at home that might affect your child at school such as separation, divorce, death in the family, etc.

Parents and/or legal guardians assume all responsibility for the actions of their child while he or she is under the care of the before and after school enrichment program.

GENERAL INFORMATION

Communication

We maintain an open-door policy. If you have any questions or concerns related to your child's participation in the program, tuition, policies, activities, staffing, or any part of the program, contact the before and after school enrichment program coordinator. Please remember to inform us of any changes to your child's record including phone number, address, emergency, and authorized pick-up information, or changes to other important information. We will keep you informed of upcoming events, special activities, or important dates via monthly newsletters.